

6 October 1976

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MEMORANDUM FOR: [REDACTED] AC/ISAS  
FROM : [REDACTED]  
Records Administration Branch  
SUBJECT : Sub-Career Service for Agency Records Management  
Personnel

1. I believe the question of a separate sub-career service for Agency records administration personnel is inextricably involved with the implementation of the Agency's decentralized records management program. As the Agency Records Management Officer, Chief, ISAS is charged with developing an Agency-wide Records Management Program and monitoring compliance therewith. Yet, in discharging this responsibility, he is confronted with an array of records management personnel who must pay obeisance to another career service. In my opinion, membership of records management personnel in a non-records management career service tends to perpetuate parochial points of view. This parochialism obscures perception of an Agency-wide records management program and weakens any meaningful influence or control which C/ISAS may exert over implementation of such a program.

2. A separate sub-career service would also provide a framework for introducing rotational assignments. Rotational assignments would help create a new identity as Agency records managers, rather than component records managers. This would break the strangle hold which any one Directorate may have on the career development and advancement of records management personnel. It might also foster the development of a more professional, objective, and courageous records management philosophy. I can also envision improved coordination and communication between the various RMO's.

3. If the Agency had a Records Management Advisory Group, perhaps it would be the appropriate forum to air such a proposal and work out details concerning slots, grade structure, prerequisites for membership, and determination of who should be the head of the sub-career service (Assistant for Information?).



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ORGANIZATION

1 July 1977

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ESTABLISHMENT OF THE  
RECORDS REVIEW BRANCH

On 2 May 1977, the DDCI approved the establishment of the Records Review Branch (RRB) within the Information Systems Analysis Staff/DDA to administer the Agency's Records Declassification Review Program. Representatives assigned from each directorate and the DCI area will staff this central unit to perform the declassification review of 30-year-old Agency materials. The Records Review Branch is located in 6C25 Headquarters Building and may be contacted on extension

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

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BRUCE:

ATTACHED IS A FIRST CUT  
AT THE PAPER WE DISCUSSED  
ON ESTABLISHING AN AGENCY  
RECORDS MANAGEMENT PROGRAM  
UNDER THE DDA. IT OBVIOUSLY  
WILL NEED MORE WORK BUT  
WOULD LIKE YOUR COMMENTS  
ON WHETHER THIS IS THE TYPE  
OF APPROACH YOU HAD IN  
MIND.

MARK

Events of the past several years have caused a tremendous amount of attention and concern to be focused on the Agency's records, Records Management systems and programs. As a result, a tremendous amount of effort has been expended during this same time period to try and improve a number of our basic records systems and programs. This experience has given us a much clearer insight into this large and very complex problem area and has made us more conscious of the great differences that actually exist among the various approaches to records management within the Agency.

Some of these differences should be partially straightened out over the next few years as our Records Control Schedules are implemented and hopefully in so doing, a better and more standardized approach to records management can be introduced. Also, as a result of the effort that has gone into the development and now the implementation of these Schedules, a much more cooperative working relationship has been developed among the records management officers and this, too, should continue to have a positive effect on records management efforts. At the same time we realize that we are dealing with a problem area so large and complex that we cannot rely solely on the implementation of Records Control Schedules and voluntary cooperation among records officers to produce the amount of improvement needed for the Agency to successfully cope with and meet its future requirements in the field of records management.

Given the above situation it seems that the time is right for a proposal which, if implemented, would do more to improve records management within the Agency than any other single action that could be taken.

This proposal is the establishment of an Office of Records Management within the DDA which would assume responsibility for all Agency records management functions. Establishing such an office would have a number of immediate and positive effects, some of the major ones being:

- a. It would permit the Agency to quickly start establishing more standardization within and coordination and control over its various records systems and programs by creating a single management point for all records management functions.
- b. It would establish records management as a specialized profession within the Agency and by creating a separate career track for those individuals involved, should greatly enhance our ability to attract and hold more capable people.
- c. It would permit better utilization and control of records management personnel.
- d. It would permit a more effective means of upgrading the overall professional capabilities of Agency records management personnel through the establishment of minimum qualifications for various jobs as well as coordinated training programs whenever and wherever required.

There are but a few of the more easily identifiable benefits that could accrue from establishing an Office of Records Management within the DDA. Given the fact that the field of records management is becoming

a much more demanding and legalistic undertaking, it would seem that the Agency should take every step that it can to insure that its record systems and programs are the very best and that the people responsible for them are as professionally qualified, competent and well managed as possible. In the past, circumstances and necessity have dictated that responsibility for certain Agency-wide functions be assigned to the DDA and it is felt that the same rationale that applied to those assignments should now be applied to the field of records management.